



Physical Alteration Permit Application Requirements

MULTIPLE UNIT RESIDENTIAL AND COMMERCIAL INSTRUCTIONS

The following instructions **MUST** be completed before submitting application:

1. Please press firmly when filling out your application to insure that all copies are clear.
2. The **Physical Alteration Permit** must be properly completed before submission. Make sure that **ALL** signature lines are **SIGNED** and **DATED**.
3. Please submit **Six (6) FOLDED** copies of the drainage and site grading plans stamped by a professional engineer. One copy will be forwarded by RIDOT to the Rhode Island Historical Preservation and Heritage Commission for comment concerning potential effects to any significant historic or archaeological properties.
4. If drainage connection is a direct tie-in to State system, provide coordinates of the exact location of the connection. Coordinates must:
 - a. Be provided in RI State plane feet/NAD 83 or Decimal Degrees/WGS84.
 - b. Obtained from a mapping-grade GPS unit or survey equipment.
 - c. Must be accurate to within 5-feet.
5. Please submit **Two (2) copies** of the drainage calculations reflecting existing and new conditions.
6. A letter **FROM** the Building Inspector or the City Engineer of the affected municipality stating that he/she has been apprised of the applicant's intention to make this change **MUST** be enclosed with the Physical Alteration Permit Application.
7. Mail application with attached check or money order to:

Department of Transportation
Attention: Engineering Section
Highway & Bridge Maintenance
360 Lincoln Avenue
Warwick, RI 02888

NOTE: **Non State** residents must submit a certified Check or Money Order **ONLY**.
For further instructions and information, please refer to the PAP Manual at
<http://www.dot.state.ri.us/engineering/pages/standspec.htm>

8. Application Fees:

Residential:

Multiple Unity Permits

a) 5 Units or Less	\$200.00
b) 6-49 Units	\$500.00
c) 50+ Units	\$2,000.00

Commercial:

a) <25,000 sq. ft. Building (s)	\$1,000.00
b) 25,000 – 300,000 sq. ft. Building (s)	\$1,500.00
c) >300,000 – 750,000 sq. ft. Building (s)	\$2,000.00
d) >750,000 sq. ft. Building (s)	\$3,000.00

Traffic Signal: \$5,000.00/per signal

Sign Installation: \$200.00

Make **check** or **money order only** payable to: **RIDOT PAP PROGRAM**

If the above is not followed, all submitted material will be returned with no action.